



ENVIRONMENTAL PROTECTION AGENCY Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Murray, Cheryl Employee ID #: (b) (6)
Position Title (optional): _____ PP-Series-Grade (optional): GS-13
Organization (optional): OMS/OA/FMSD

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): \$3,000.00 AND/OR Total Number of Hours: 18.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☐ Intangible Benefit
Value of Benefit: ☐ Moderate ☐ Substantial ☒ High ☐ Exceptional
Extent of Contribution: ☐ Limited ☐ Extended ☒ Broad ☐ General

Narrative Justification for Award:

Cheryl is nominated for an award for her excellence in customer service. She has greatly contributed toward a cohesive HQ Operations Branch (HOB) by supporting a cross section of the HOB responsibilities. Her commitment to teamwork, demonstrated through collaboration with the Office of Mission Support (OMS) staff and our Federal Triangle partners, along with her commitment to quality assurance have increased the efficiency of many HOB processes resulting in greater customer satisfaction. Cheryl continues to demonstrate a higher level of professionalism that helps to assure that the HQ Operations Branch meets its goal of excellent customer service.

This nomination also reflects the valuable contributions Cheryl made to the HQ Space Consolidation Project and to the FY2020 special events hosted by the Administrator's Office, various program offices and the Customs Border Patrol (CBP) Valor Program. As a member of the Operations Branch, she participated as the lead building manager for HOB in the planning, coordination and support for these major activities. Her effort included room set up and clean up and escorting contractors, agency guests and dignitaries. Throughout these projects she was an active participant who worked well with agency staff, GSA contractors and FMSD staff to complete numerous requests to accommodate over 600 participants. For these reasons, Cheryl is nominated for this award.

Requesting Official:

Authorizing Official:

Name: Neil Stewart
Position Title: Deputy Director, FMSD

Name: Alva Daniels
Position Title: Deputy Director, OA

Signature: ALVA DANIELS
Digitally signed by ALVA DANIELS
Date: 2021.05.18 14:20:07
+0400

Signature: ALVA DANIELS
Digitally signed by ALVA DANIELS
Date: 2021.05.18 14:20:42
+0400

As the Authorizing Official I certify with electronic signature that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.